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COMNAVRESFORINST 8023.1F/
COMNAVAIRLANTINST 8023.5G/
COMNAVAIRPACINST 8023.3F/
CNATRAINST 8023.1E

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COMNAVRESFOR INSTRUCTION 8023.1F/
COMNAVAIRLANT INSTRUCTION 8023.5G/
COMNAVAIRPAC INSTRUCTION 8023.3F/
CNATRA INSTRUCTION 8023.1E

Subj: EXPLOSIVES HANDLING PERSONNEL QUALIFICATION AND CERTIFICATION (QUAL/CERT) PROGRAM

Ref: (a) OPNAVINST 8023.2
(b) CINCLANTFLTINSTjCINCPACFLTINST 8023.5
(c) COMPMTCINST 8020.2
(d) NAVSEAINST 8020.9
(e) NAVSEA SW050-AB-MMA-010/NAVAIR 11-15-7
(f) NAVEDTRA 43202B
(9) NAVSHIPSTECHMAN S9086-ZN-STM-000 CHAPTER 772

Encl: (1) Definitions Applicable to Qualification/Certification
(2) Qualification/Certification Levels
(3) Qualification/Certification Work Tasks
(4) Qualification/Certification Format Guidelines
(5) Certification Format Samples
(6) Families of Explosive Devices
(7) Applicable Work Task Codes for Specific Activities
(8) Qualification/Certification Checklist

1. Purpose. To establish a standardized, joint, stand-alone, Qualification/ Certification Program in amplification of references (a) and (b). Due to extensive revision, paragraph markings have been omitted. This instruction should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 8023.1E, COMNAVAIRLANTINST 8023.5F, COMNAVAIRPACINST 8023.3E, and CNATRAINST 8023.1D.

3. Background

a. A Qualification/Certification Program was established by the Chief of Naval Operations as a result of the catastrophic MK-24 parachute flare accident on USS ORISKANY in 1967, that led to significant loss of life and major ship damage. The Flag Board of Inquiry concluded the accident was attributed to a lack of training and direct supervision; and, lack of a method to determine personnel qualifications prior to being authorized to handle explosives. Qualification/Certification, with proper oversight and management, can prevent similar explosive accidents in the future.

b. Although Qualification/Certification has been in effect for over 22 years, improper handling, loading, processing or testing of explosive-devices continues to result in death, injury and extensive high-dollar-damage to equipment. Causative research has shown the majority of explosive mishaps are caused by personnel error due to inadequate training; lack of, or inadequate supervision; lack of, or inadequate standard operating procedures (SOP); or just plain failure to follow the governing technical directives.

c. Qualification/Certification is intended to be the cornerstone for a ZERO DEFECT SAFETY PROGRAM. This directive provides the Commanding Officer the means to assure adequate training and skill levels of those personnel assigned duties involving explosive devices, but cannot mandate the day-to-day command attention, and supervisory oversight necessary to achieve and maintain a Zero Defect Explosive Safety Program.

d. Qualification/Certification will provide qualified personnel to accomplish explosive tasks, but will not establish command policy on Quality Assurance (QA) internal organization/procedures, local doctrine/SOP for safe and efficient job completion, or policy for Safety Observer oversight. These areas are individual command responsibilities.

e. An effective Zero Defect Explosive Safety Program requires a combination of conditions. First, an assessment of the explosive operations with respect to the mission and tasks of the activity; second, a determination of the personnel who will perform the operation; third, the extent and source of the training necessary to achieve the qualifications; fourth, standard operating procedures that clearly define the limits and procedures of the explosive tasks (including Safety and Quality Assurance oversight); fifth, an aggressive training program; sixth, Qualification/Certification of individuals; and seventh, and the most important, DYNAMIC COMMAND ATTENTION.

4. Scope

a. The following personel must be Qualified/Certified in accordance with the provisions of this instruction:

(1) All personnel, including officers, enlisted, Navy civilians, and contractors providing direct support, whose duties include explosive tasks with explosive material and/or explosive devices as defined in enclosures (1) through (6).

(2) The Navy contract authority shall be responsible for ensuring that the provisions of this instruction are included as a mandatory clause in all new contracts or contract renegotiations, and that appropriate substantiating documentation be provided to Commanding Officer's upon request. The contract authority shall be assisted by the host station Qualification/Certification Board Chairman for technical assistance and for evaluating and monitoring the contractors Qualification/Certification Program.

(3) Personnel assigned as supervisors, Safety Observers, and Quality Assurance Inspectors for explosive tasks;

(4) Command appointed Qualification/Certification Board, as defined herein, on the work tasks for the explosive device for which they are authorized to observe. The Qualification/Certification Board Chairman is exempt from Qualification/Certification for the purpose of the Board only.

(5) Operators of explosive tools, explosive cutters, and power/ non-power operated mobile ordnance handling equipment.

(6) Crew served weapon crew members, i.e. 25 MM, M60, and 50 cal gun crews.

(7) Dog handlers for handling explosive training kits.

(8) EOD personnel for non-EOD explosive tasks.

(9) NAVAIR/NAVSEA Navy civilians providing direct technical assistance to activities within the scope of this instruction shall be Qualified/Certified in accordance with references (c) and (d), respectively.

(10) Tenant commands, and commands on temporary additional duty to activities within the scope of this instruction, must provide the host station Commanding Officer, upon request, formal written certification of the qualifications of those personnel authorized to conduct explosive tasks while on board the host station. This requirement shall be construed to include

ships along side piers, wharfs, and at anchor. This includes civilian contractor organizations operating on naval activities. Only the Commanding Officer of the host activity can authorize explosive operations on board his/her activity and, as such, is responsible for assuring the necessary safeguards prior to authorizing the operation.

(11) The Qualification/Certification Board Chairman shall be knowledgeable of all explosive operations at his/her activity and ensuring that involved personnel are in full compliance with this instruction.

b. The following personnel are exempt from Qualification/Certification, but are not exempt from ensuring the required standards of explosive safety are in place and followed to the letter:

(1) Operators of weapons elevators and conveyors who are qualified and licensed per reference (g).

(2) EOD personnel for EOD tasks for which formal training is available, and has been satisfactorily completed.

(3) Ship's lookouts, other underway watchstanders and shore station runway wheels watches required to handle, prepare and launch marine markers, or fire signaling devices provided thorough training has been provided from the guidance in reference (e) by a qualified/certified individual at the Team Leader level for the explosive device and work task. A record of this special training shall be maintained and used for watch assignment.

(4) Personnel whose sole contact with explosives is when assigned to a working party to supplement other qualified and certified personnel such as ammunition onload, off-load or replenishment. When non-certified personnel are used for working parties, the officer in charge of the evolution shall provide all working party personnel with a thorough safety brief before and frequently during the operation. Working party personnel shall constantly be under the direct and constant supervision of an individual qualified and certified to the minimum certification level of Team leader for the explosive device and work task. Non-certified working party personnel shall be prohibited from handling <u>ANY TYPE</u> of explosive device except under the direct and constant supervision

(5) Personnel who conduct tests or inspections of magazine sprinkler systems.

(6) Aircrew personnel whose only association with explosive devices is during logistics transport by aircraft. They must, however, have received appropriate training for these duties; also, aircrew personnel who use

survival devices (pencilflares, distress signals, etc.), and who have previously been trained in the use of these devices. Ground handling of other conventional ordnance by aircrew personnel shall require certification, per this instruction.

(7) Personnel required to bear arms in the course of their duties, including security alert 'teams, back-up alert forces, reaction forces or other security personnel who are trained, qualified and certified through the current, approved small arms training program.

Qualification/Certification Program and Procedures. The intent of the Qualification/Certification Program is to ensure that before performing any task involving any explosive device, each person within the scope of this instruction is qualified and formally certified by the command to which assigned as having satisfactorily demonstrated the qualifications to properly and safely perform all required functions and tasks involving the explosive device. The certification process consists of first achieving the qualifications for the explosive device and work task to be accomplished, a recommendation to the Certification Board by the division officer that the individual is qualified in all respects and ready for certification, and finally, a formal determination for certification by the Certification Board. Qualification/Certification when properly managed and utilized, will provide a means to assure the qualifications of all personnel who work with explosive devices. Accident-free explosive operations require command attention that includes certified workers, direct supervision, use of Standard Operating Procedures (SOP), technical manuals and checklists for the task at hand, and total quality assurance process where required.

a. Qualification/Certificate on Board. The Qualification/Certification Board shall be appointed by name, in writing, by the Commanding Officer/ Officer in Charge, for every activity whose mission and tasks/required operational capability involves any explosive task, including training commands, functional/type wing weapons schools, etc.

(1) Board Chairman. The Board Chairman shall be the Commanding Officer/Officer in Charge. The duties of the Board Chairman may be delegated, in writing, to the cognizant head of department at the discretion of the Commanding Officer/Officer in Charge. For COMNAVRESFOR activities: the active duty officer who is assigned to fulfill the duties of a Selective Reserve Department Head (throughout the month) shall be designated as the Board Chairman. The Board Chairman is tasked with overseeing the command Qualification/Certification program and ensuring that the provisions of this instruction are carried out.

(2) Board Members

(a) Shall be appointed by name, in writing, by the Commanding Officer/Officer in Charge. May be promulgated by individual letter, or notice, provided the appointing correspondent signature is not delegated below the Commanding Officer/Officer in Charge. The Board Chairman shall maintain Board Member appointment correspondence on file until the last individual the Board Member officially observed is transferred, or recertified.

(b) The Board provides the Commanding Officer/Officer in Charge with the primary means of assuring the qualifications of assigned personnel and must therefore be the most qualified individuals within the command. The Board shall consist of not less than one individual (E-6 or above and/or , civilian supervisory equivalent) in addition to the Board Chairman. Care must be taken to ensure Board Members possess the professional qualifications necessary to ensure high standards of training and qualifications are met and sustained. To this end, no limit on total Board Members is imposed. A Board Member, when acting as a Qualification/Certification Observer, must be Qualified/Certified at or above the certification level for each work task on each explosive device he/she is observing. No deviations to this requirement are authorized except as noted in paragraph 5c (9) (c) 3 below (Special Considerations for Qualifications). Enclosures (2) and (3) provide guidance on certification levels and work tasks. Enclosure (7) provides work tasks guidance for specific activities.

(c) When assignment of an E-6 or above is not possible due to manpower assignment limitations, a waiver request shall be submitted to the TYCOM via the chain of command. To preclude unnecessary waivers, the following guidance is provided:

Ashore. Functional/Type Wing Commander will provide all assignments for squadrons.

Afloat. The Air Wing Commander will provide an assignment when similar aircraft/systems are onboard. Ships should use other ships for augment in port. In all cases, the augmentee shall be temporarily appointed in writing to the receiving Board for the period necessary.

(d) The responsibilities of the Certification Board shall include:

1. Function with the objective of ensuring that all personnel are fully qualified for certification in work tasks required for accomplishment of the command mission.

2. Observe and evaluate the proficiency of personnel being nominated for certification and make recommendations to the Board Chairman. Inform the division officer or other cognizant Board supervisor, when personnel who are nominated for certification require additional training or experience before certification can be accomplished.

3. Review existing and proposed local training plans and make appropriate recommendations.

4. Review all explosive device safety infractions and make recommendations via the Board Chairman to the Commanding Officer/Officer in Charge concerning corrective action.

5. Investigate all explosive incidents/mishaps/accidents within their command. Ensure required reports are submitted and reflect the QUAL/CERT level of personnel involved, and whether recertification action has been taken, or not taken, as appropriate. The Board is to be the principal advisor to the Commanding Officer on all issues of culpability and recertification.

(e) Initial Certification of Board Members. Activities with established certification programs must ensure that qualified and certified Board Members are maintained on board at all times. Adequate preplanning incident to transfer of key Board Member(s) will eliminate problems with non-qualified Board Members. However, those activities who are assigned a new weapon/system or have a new or major modification to a handling/storage capability must initially certify a Board Member for this new capability to permit subsequent certification of those personnel whose duties include the new capability. In addition, newly commissioned activities must certify Board Members when the Qualification/Certification program is initiated. Initial certification of Board Members to cover new capabilities will be accomplished after a careful review of records of past training and experience to identify the most qualified individual to serve in this capacity, with a written memorandum of recommendation from the Division Officer/Head of Department to the Board Chairman. For newly commissioned activities, this recommendation will be to the Commanding Officer. If a fully qualified person is not onboard, TYCOM assistance will be required. When approved, the Board Chairman/Commanding Officer/Officer in Charge shall enter the word “INITIAL” on the certification sheet in the “Board Observer” column. Utilization of INITIAL certification shall be limited to one Board Member per explosive device. Past experience indicates that ships in new construction, Service Life Extension Program (SLEP) or Comprehensive Overhaul (COH) may not be capable of maintaining a fully active Qualification/Certification program in all mission areas. Small activities may experience an unexpected sudden loss of a key Board Member. To assure program flexibility under these

circumstances, a request shall be submitted to TYCOM with appropriate justification, requesting initial certification of a fully qualified person (E-6 or above) for each explosive device required.

b. Training

(1) Training Plan. A sound and effective Qualification/Certification Program is dependent on the quality and depth of training. The training necessary to achieve the qualifications incident to certification must be formalized both for the individual requiring certification and the Qualification/Certification Board to make the proper judgment. For standardization, a qualification/Certification training plan will be developed and used as a guide for qualification and certifications. To ensure standardization within aircraft communities, Wing Commanders shall submit a type aircraft peculiar training plan to be used as the standard for all similar aircraft squadrons to the TYCOM for approval. Training shall consist of the following:

(a) Maximum utilization of all applicable formal schools.

(b) For NAVAIRLANT ships and stations, the Personnel Qualification Standards (PQS) in reference (f) shall be used concurrently in the qualification process, for those certification levels and work tasks that apply. This requirement shall not be construed to require recertification if watchstations have not been completed as of the implementing date of this instruction. A three (3) month grace period is provided for this purpose. A three (3) month grace period is also authorized for completing new or modified watchstations promulgated by revision to reference (f).

(c) An aggressive On-The-Job (OJT) training effort must be established for those areas not covered by formal schools or PQS to achieve and maintain a level of expertise that will assure accident free ZERO DEFECT Explosive Safety Program and assure a high degree of combat readiness.

(2) Training Records. The Division Officer and Supervisor will be aware of the certification level of his personnel, and the progress of training required to achieve basic considerations of the Qualification/ Certification Board. A solid training plan and a thorough and complete training record fits both requirements. A training record will be developed and maintained on all Qualifications/Certification personnel and will consist of, as a minimum, records of completed formal schools, classroom lectures, hands-on OJT and PQS. Enclosure (5) provides the format that shall be used to record non-formal school training, The lead item on the form must be the explosive device. All training conducted on that explosive device must be recorded to the right in sequential order and include all components of the

device for which training was received, i.e. bomb boosters, fuzes, fins, etc. Enclosure (5) format is best used by generating a local computer data base that allows continuous new training entries under a single explosive device. Reproduction of Enclosure (5) on paper or computer format may be adjusted to fit local requirements, providing all basic data is included. A three (3) month grace period from the effective date of this instruction is authorized for preparation of the individual training record and Ordnance Certification Training Form.

(3) Inert Ordnance. The scope of this instruction requires Qualification/Certification prior to any personnel being authorized to accomplish any explosive task. To achieve qualification, inert ordnance/ training aids must be used as the primary training aids. An inert device does not exist in the system for every explosive device requiring Qualification/ Certification. A family type inert explosive device is the preferred alternative; when used with mock-ups, pictures, manuals, films, etc. For clarification, as a last alternative the actual explosive device may be used, but only under the direct and constant oversight of a Qualified/ Certified supervisor, after all applicable safety considerations have been carefully weighed. Use of explosive ordnance for Qualification/Certification training requires TYCOM approval with appropriate justification. In all cases, proficiency demonstration is mandatory for achieving Qualification as discussed in paragraph 5c (5) below (Certification Procedures).

c. Certification Procedures

(1) The Qualification/Certification procedure begins with the identification of all billets that require certification and a determination of the explosive devices, certification level and work task codes required of, each billet, as defined in enclosures (2) (3) (6) and (7).

(2) A qualification process is initiated to provide the necessary requisite training to achieve final certification.

(3) Upon determination by the division officer that the individual is fully qualified and recommended for certification, the certification format in (enclosure 4) shall be prepared and the Board Chairman notified. In making a determination for certification, the Board may use oral quizzes and/or written examinations in addition to on-the-job demonstrations of qualifications, or a combination thereof. Training records shall be closely reviewed by the Board Chairman to ensure that all elements of the training process have been completed. If certification is to be granted, enclosure (4) will be signed in all appropriate blocks. Certification is valid only after the certification form has been signed and dated by the Board, Chairman. NOTE: Board Members must possess equal or greater certification than that which they sign on the

Certification Format (Enclosure 4). This includes family, device, work task and certification level. Except as noted in paragraph 5c (9) (c) (3) (Special Considerations for Qualification).

(4) Qualification shall be verified through proficiency demonstrations observed by a member of the Certification Board for each evolution to be performed (i.e., assembly, testing, fuzing, etc.) with the specific explosive device, or represented by a family type device, if appropriate, and/or when available. Knowledge and competent use of applicable documentation such as technical, assembly, and maintenance manuals; ordnance publications; SOPs; and knowledge of ordnance safety precautions and procedures shall be demonstrated to the extent considered necessary for ensuring compliance with sound handling practices and safety precautions.

(5) Certification, unless revoked for cause, will be valid for a maximum of 12 months from the date of certification. A renewal of the certification, whether issued at the 'time of expiration or later, shall be granted only after the individual has been validated by the Certification Board. The record of recertification will be entered in the appropriate portion of the certification format shown in enclosure (4). The Board Chairman shall maintain the original of all completed Certification Formats. A copy will be maintained by the Division Officer in the individual's training record.

(6) Transer of Certification. For military personnel received from another activity, acceptance of certification related to an explosive device will be at the discretion of the Commanding Officer or Officer in Charge. The transferring activity shall insert the original of the certification sheet on the left side of the members personnel service record before transfer. Civilian employees who transfer to another activity shall be recertified before being allowed to handle any explosive devices.

(7) Revocation of Certification. Commanding Officers and Officers in Charge are responsible for revocation of individual certification whenever such action is considered to be in the best interest of safety. Revocation of certification for individuals is mandatory if an explosive mishap is caused by flagrant disregard of safety precautions, and/or authorized procedures. reckless operation of equipment used to handle explosive devices, or other behavior indicating incompetence or unreliability (including drug abuse and alcohol dependence). In this regard, you must recognize that ordnance incidents/accidents can and do happen through inadvertent acts, carelessness, and minor rule infractions as well as through deliberate acts, negligence, and major rule infractions. Personnel whose certification has been revoked shall be retrained, requalified and recertified if the Commanding Officer/Officer in charge considers such action appropriate. If the demonstrated behavior of an

individual shows that such retraining may be ineffective, assign the individual other tasks not involving explosive devices. Revocation of certification of military personnel for cause requires an entry in the appropriate portion of the individuals service record stating specific reason for revocation. (See MILPERSMAN 5030420.3 concerning derogatory entries.) For civilian personnel, prepare a letter rescinding the previously issued certification and enter in the individuals civilian personnel jacket, and revoke the individual's certification letter/card.

(8) Special Consideration for qualification:

(a) Use every training means available to achieve qualification. Ask the TYCOM for assistance when outside help is deemed necessary.

(b) To ensure standardization within aircraft communities, Functional Wing/Type Wing Commanders, shall submit to the TYCOM for approval, a type aircraft peculiar Certification Format (enclosure 4) to be used as the standard for all squadrons with the same aircraft.

(c) Qualification of personnel shall be at the following levels: Team Member (TM), Individual (I), Team Leader (TL), Quality Assurance (QA), or Safety Observer (S0). as defined in enclosure (2). Note: Only (TM), (I), (TL) and (QA) are interrelated and only the higher level need be annotated on the qualification certification form (the qualifications of the lower is incorporated into the higher assigned).

1. Supervisors of explosive tasks, Safety Observers, Quality Assurance Inspectors and QUALIFICATION/CERTIFICATION Board Observers shall be certified to the equivalent level, or higher, for the evolution they oversee.

2. Supervisors are not necessarily required to be qualified as power-operated handling equipment operators for those evolutions requiring the use of this equipment, but must be thoroughly familiar with the equipment operating characteristics and precautions.

3. Supervisors and Board Observers are not required to be licensed as explosive drivers for transportation work tasks they oversee or observe, but must be thoroughly familiar with the requirements and governing directives. Licensing is mandatory for all drivers.

(d) To eliminate the necessity to record every individual explosive device, the diversified models of the device, and the fuzing/fin configuration-possibilities, the family groups in enclosure (6) may be used on the certification format 'form, under the following conditions:

1. Family groupings may be used only when the Ordnance Certification Training Form reflects specific training on all explosive devices within the family as required to support their operational requirement.

2. Refer to Note 2 of enclosure (6) for additional guidance on family group entries.

(f) Sea Operational Detachment (SEAOPDET) Procedures. Due to its unique nature, the SEAOPDET concept requires special QUALIFICATION/CERTIFICATION procedures for Aviation Ordnancemen, Parachute Riggers and Aviation Structural Mechanic (Egress) personnel assigned duties with explosive devices.

1. Shore station AIMD/Weapons Officer will Qualify/Certify SEAOPDET personnel in applicable Devices/Systems and Work Task Codes.

2. This Qualification/Certification process will be complete before SEAOPDET embarks on respective ship.

3. The original Qualification/Certification record form and supporting training records will accompany SEAOPDET personnel and be turned over directly to ship's AIMD/Weapons Officer. (Note) The reverse of this process will be utilized for post deployment transfer from ships to shore station AIMDs.

4. To avoid unnecessary duplication of effort during pre-deployment workup, induction into ship's Qualification/Certification program is only required once for workup/deployment cycle. Once both shore station and ship's Board Chairman have signed the original qualification/ certification form, certification is considered applicable and acceptable at both locations regardless of number of temporary reassignments ashore/afloat during workup effort. Both shore station or ship will continue to exercise recertification and recertification authority when SEAOPDET is administratively assigned,

(g) Qualification/Certification policy and Procedures defined herein are intended to stand alone. Command inspection teams shall use this directive only for evaluating NAVAIRLANT, NAVAIRPAC, NAVRESFOR, and NAVTRACOM activities. If a question of interpretation arises, the inspected unit shall include a request for clarification from the TYCOM in their post inspection after action report.

(h) Physical qualifications shall be complied with per current directives.

6. Action

a. Commanding Officers/Officers in Charge shall initiate, maintain and monitor an aggressive and dynamic QUALIFICATION/CERTIFICATION Program as defined in this instruction. Although TEMADD funding levels can be expected to continue below stated minimum requirements, formal schools provide the best means to achieve qualifications and every effort must be made to take advantage of these schools. When adequate formal training is not available, PACMISTESTCEN (Code 2000) can provide conventional weapons/missile technician engineering technical specialists (ETS) to fill the gap. If not available locally, ETS training assist requests should be submitted to the TYCOM. In addition, airwing advanced delivery training at Fallen and Roosevelt Roads provide excellent training opportunity for ship's force weapons assembly and handling personnel not otherwise available until advanced phase workup. Although this directive permits certification for a period of up to one year, it is incumbent upon the Commanding Officer to schedule training evolutions frequently on all explosive devices within the activity's capability to ensure proficiency! We must train like we fight. Use enclosure (8) for an administrative self test.

b. Monitoring. Functional and Type Wing Commanders, COMFAIRWESTPAC, COMFAIRCARIB and COMFAIRKEFLAVIK shall monitor and evaluate subordinate squadron and shore station QUAL/CERT programs for compliance during Command Inspections, Conventional Weapons Technical Proficiency Inspections (CWTPI) every 18 months, or during each turnaround cycle, whichever occurs first. CV/CVN ships shall be monitored by the TYCOM during the Intermediate Sea Phase/COMPTUEX. CV/CVN ship and shore station QUAL/CERT is monitored by COMNAVSEASYSCOM during Explosive Safety Inspections (ESI). The Mine Warfare Inspection Group will inspect those areas directly relating to mine warfare mission during Mine Readiness Certification Inspections (MRCI). LANTFLT Ordnance Safety Assistance Team (OHSAT) and COMNAVAIRPAC shall also monitor CV/CVN/CVW QUAL/CERT during Assist Visits. For COMNAVRESFOft only, Mobile Mine Assembly Group (MOMAG) Detachments will be monitored during the MNRCI, and prior to unit Active Duty for Training (ACDUTRA) by Naval Reserve Readiness Commands (NAVRESREDCENS). COMNAVRESFOR, COMNAVAIRLANT, COMNAVAIRPAC, and CNATRA will provide technical assistance, if required. If a unit QUAL/CERT program is found unsatisfactory during an inspection, a letter report will be submitted by the Chief Inspector to the TYCOM with recommendations for corrective action.

7. Amplifying Directives. Amplifying directives are not required nor authorized except for promulgation of the training plan and functional/type wing standardized certification and training forms.

8. Forms. Forms required by this instruction may be reproduced locally.

9. Implementation. In implementing this directive, existing QUALIFICATION/ CERTIFICATION documentation need not be changed until recertification is required. For newly reporting personnel, this instruction is effective immediately.

10. Review. COMNAVAIRLANT / COMNAVAIRPAC / COMNAVRESFOR / NAVTRACOM shall review the contents of this instruction annually. Maintenance of this instruction shall be rotated among the claimants, with the next major revision assigned to COMNAVAIRPAC.

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DEFINITIONS APPLICABLE TO OUALIFICATION/CERTIFICATION

The following defines specific terms that relate to the Qualification/ Certification program.

The term "explosive" or "explosives" shall be construed to include any chemical compound or mechanical mixture which, when subjected to heat, impacts, friction, detonation or other suitable initiation, undergoes a very rapid chemical change with the evolution of large volumes of highly heated gases which exert pressures in the surrounding medium. The term applies to materials that either detonate or deflagrate. Examples are contained in the explosive families described in enclosure (6).

b. The term "explosive device" shall be construed to include all combat and non-combat tools, instruments, implements or mechanisms that use "explosives" for operation. Examples are contained in the explosive families described in enclosure (6).

c. Explosive work tasks. Fully defined in enclosure (3). Includes operators of powered handling equipment including hoists, winches, (underway connected replenishment equipment), and cranes. For forklift trucks, NAVFAC vehicles, and flightline aircraft loaders, drivers must be licensed as well as qualified/certified in accordance with this instruction.

d. The term powered mobile handling equipment includes SATS/Aero 47 loaders, forklift trucks and electric pallet trucks. The term powered non-mobile handling equipment includes underway replenishment hoists and winches, hook and rail-type hoists, hand trucks, ships cranes, floating cranes, weapons elevators, and package conveyors.

e. The terms "shall" and "will" are used to indicate a mandatory requirement.

f. The term "should" is used to indicate a non-mandatory but desired or preferred method of accomplishment.

The term "may" is used to indicate an acceptable, suggested or permitted means of accomplishment.

CERTIFICATION LEVELS	QUALIFICATION STANDARDS
TEAM MEMBER (TM) (NOTE 1)	1. BASIC QUALIFICATION. Personnel are in training and are aware of basic safety precautions relative to the task and explosive devices concerned, have received formal and/or on-the-job training and have been recommended by their immediate supervisor. 2. TM certified personnel will perform in team concept only under supervision of a team leader.
INDIVIDUAL (I) (NOTE 2)	1. Same as TM above. 2. Has sufficient knowledge and has demonstrated the proficiency to be entrusted with performing the work task alone in safe and reliable operations. 3. Capable of interpreting the requirements of applicable checklist, assembly/operating manuals, and SOP. 4. This certification level can be used in conjunction with explosive devices that normally require a team effort to load/download. This is to allow an individual to perform tasks contained in the loading procedure section of check lists without the crewleader at the immediate scene (i.e. fuzing, arming wires, installing/removing cartridges in bomb racks/stores. Applies to functions involving cartridge actuated devices in aircraft AEPS systems when a supervised crew concept is not appropriate.
TEAM LEADER (TL) (NOTE 1)	1. Same as I above. 2. Has sufficient knowledge and has demonstrated the proficiency to be entrusted with performing the work task alone and to direct the performance of others in safe and reliable operations.
QUALITY ASSURANCE (QA)	1. Same as Individual or Team Leader except personnel certified at this level must have detailed knowledge of applicable explosive devices/systems. 2. Must be able to determine that the necessary assembly or installation procedures have been completed using applicable directives.

3. This Individual must not be confused with QUALITY ASSURANCE REPRESENTATIVE, as defined in OPNAVINST 4790.2 series and 8600.2 series.

4. ONLY TM, 1, TL, and QA are interrelated, SO and IN stand alone.

SAFETY OBSERVER (SO)

1. Must have sufficient knowledge and experience of applicable safety procedures and the functioning of safety devices, and working knowledge of work task procedures to determine subsequent reaction when safety procedures or devices are not properly utilized.

2. This certification level is not restricted to the most senior within a unit. A junior who possesses the foregoing standards and demonstrated maturity may, likewise, be certified.

INSTRUCTOR (IN)

1. Same as Individual/Team Leader.

2. Has developed the necessary skills to instruct others, is providing formal training, utilizing a command-approved course of instruction, and is assigned to an instructor billet. Instructor Qualification/Certification is only used for those personnel assigned podium instructor duties for a formal course of instruction.

NOTES:

1. Team Qualification/Certification is required when two or more persons are required to accomplish a task, whether they are working together or separately toward accomplishing the task. When a team is appropriate for a task, a Team Leader must be assigned. In a team concept the Team Leader is fully knowledgeable of each individual team members duties and provides direct oversight supervision of the task. Team members may or may not be crosstrained on other members duties. Generally, teams do not require recertification as an integral team as a result of loss of team members, unless the Commanding Officer considers team composition/integrity critical to safety or reliability.

2. Individual Qualification/Certification is required for those personnel who can accomplish an explosive task that does not require a team effort. QA/SO oversight is not considered a team effort.

QUALIFICATION/CERTIFICATION WORK TASKS

The following standardizes the use and definition of each applicable work task.

1. Storage/Stowage - Physical act of stowing explosive devices in designated and approved magazines and ready service lockers. Demonstrated knowledge of afloat/ashore stowage requirements, as applicable, and installed security systems/intrusion detection system is mandatory for Individual/Team leader certification levels.

2. Handling - Physical act of moving explosive devices manually, with powered equipment, or with non-powered equipment, within confines of ship or shore station. Excludes over-the-road motorized vehicles requiring transporting (explosive driver) work task. Qualifications on forklifts, pallet trucks, handtrucks, hoists, non-mobile cranes, elevators, and lifts must be documented separately in the individual's training folder. , (Includes movement of explosive devices with motorized explosive vehicle on flightline to/from ready service area and in and around aircraft loading areas.)

3. Assemblv/Disassemble - Physical act of mating/demating components to/from an all up round (AUR) configuration. Includes torpedos, bombs, DSTS, missiles, applying bands to LUU-2 Flares, IRRS preloading, rockets, practice bomb signals/firing devices/adapters, inserting paraflares into dispensers, inserting rockets in launchers (including fairings/barriers), 20MM into Linkless Ammunition Loading System (LALS) transporters and all similar tasks.

4. Load/Download - Physical act of mating an AUR with the bomb rack/launcher from which delivery/initiation is authorized. Includes all operation incident to aircraft loading/downloading included in those portions of the NAVAIR, Convweps Loading Checklists (or MRC for CIWS loading/ downloading), NATO Seasparrow, and SRBOC systems. Includes the installation of mechanical bomb fuzes, arming wires, electrical/mechanical connections, installing bands on MK-58 MLM's, wing/fins and rack/launcher cartridges, except as noted below for work task code "install/remove,"

5. Arm/De-Arm - Physical act of rendering explosive devices from a safe condition to ready for launch/initiation condition included the arm/dearm/ ground abort/gun jam clearing portion of NAVAIR Conventional Weapons Loading Checklists. Includes forward firing weapons requiring functions in the arm/de-arm area ashore/afloat, including SUU-25/44 Dispensers and externally carried MK-45 flares.

6. Transporting - Physical act of logistically moving explosive devices within shore stations on established explosive routes, or over public highways with motorized vehicles. Requires an explosive driver's license and a valid medical certificate as a prerequisite. (Does not include movement of explosive devices with motorized explosive vehicles on flightline to/from ready service area and in and around aircraft loading area.)

NOTE (1): An explosive driver is a motorized vehicle operator who has a USN license stamped "Explosive Driver," possesses a valid doctor's certificate and who is trained to operate, inspect for safety and security of both the motor vehicle and the explosive devices being transported. Forklift, SATS, AERO 47 Loader, etc. operators must possess a GSE license only per OPNAVINST 4790.2 series, NAVSEAOP 4098, and NAVSEAOP 2239.

NOTE (2): It is not necessary for ordnance certification board members to have an explosive driver's license, a medical certificate or be certified as such prior to observing an individual for certification for transporting work task code. However, they shall be thoroughly knowledgeable about the explosive driver's license requirements and transportation functions per NAVSEAOP 2239/2165/3681/4461. ,

7. Magazine Inspection - Physical act of visually detecting improperly secured stowage, unsatisfactory packaging, incompatibility, abnormality with protective sprinkler/alarm systems, unusual odors/fumes, and other abnormal conditions defined in NAVSEA OP 4/5 and appropriate MRC's, in magazines and ready service lockers.

8. Install/Remove - Physical act of installing/removing cartridges and/or cartridge actuated devices and aircrew escape propulsion system devices in authorized aircraft, racks/launchers, sonobouys, chaff/decoy flare dispensers, air refueling stores, other non-explosive device aircraft stores, RMK tow reels, aircraft cable cutters/fire extinguisher, and aircrew survival equipment devices. Inserting decoy flares into dispensers.

COMNAVRESFORINST 8023.1F/
COMNAVAIRLANTINST 8023.5G/
COMNAVAIRPACINST 8023.3F/
CNATRAINST 8023.1E

11 MAR 1992

QUALIFICATION/CERTIFICATION FORMAT GUIDELINES

The following guidelines shall be used for preparation of the Certification Format form.

1. Explosive Device - Applicable explosive device for which the person is being certified. May be listed by family group or specific device.

2. Individual Signature - Signature of person being certified. Signing acknowledges certification level and work task code for the explosive device/family, therefore, a signature is required for each line entry. Collective signatures are not authorized.

3. Certification Board Observer Signature - Signature of the certification board observer who actually observed the individual being certified performing the task under consideration. A signature is required for each line entry. Collective signatures are not authorized.

4. Board Chairman Signature - Signature of the commanding officer, officer in charge or department head designated to act as board chairman. Signature and date may be collective, if desired.

5. Validation date - Date certification is effective. Date may be collective.

6. Recertification - After review of OJT, lectures and other documented training, recertification may be accomplished using the space provided. Once the individual being recertified and board chairman 'signs and dates the forms, certification shall be valid for one year., Line items not requiring recertification shall be deleted by making a single line through the "Entire Line Entry." The board chairman shall initial and date the deletion on the right hand border.

7. Corrections - Corrections shall be made with a single line through the "entire line entry". The board chairman shall initial the deletion line on the right hand border of each line deleted. At this point, initiate an entire new line entry with corrections.

8. Recertification - The record of certification form requires a diagonal line made in red ink, and signed and dated by the individual and the board chairman, for revocation of certification for cause.

9. Delays - Normally, certification should occur within three months (90 days) of the demonstrated proficiency dates.

10. Family Groups - Family Groups are explosive devices with similar characteristics as represented in enclosure (5).

11. Certification levels - Only list the highest certification level applicable, (e.g. QA entry automatically covers TM, 1, TL; TL entry covers TM).

Enclosure (4)

CERTIFICATION FORMAT (REVISED 7-911

CERTIFICATION LEVELS	WORK TASK CODES	
TM-TEAM MEMBER		
1 -INDIVIDUAL	1. STOWAGE/STORAGE	5. ARM/DEARM
TL-TEAM LEADER	2. HANDLING	6. TRANSPORTING
QA-QUALITY ASSURANCE	3. ASSEMBLY/DISASSEMBLY	7. MAGAZINE INSPECTION
SO-SAFETY OBSERVER	4. LOAD/DOWNLOAD	8. INSTALL/REMOVE
IN-INSTRUCTOR		

EXPLOSIVE DEVICE	CERT LEVEL/ WORK TASK	INDIVIDUAL SIGNATURE	CERT BOARD OBSERVER	BOARD CHAIRMAN	VALIDATION DATE

CERTIFICATIONS ABOVE HAVE BEEN REVIEWED AND RECERTIFIED AS PER DATES AND SIGNATURES INDICATED BELOW, EFFECTIVE FOR 12 MONTHS.
NOTE: ITEMS NOT REQUIRED FOR RECERTIFICATION SHALL BE LINED OUT, INITIALED AND DATED BY THE BOARD CHAIRMAN.

INDIVIDUAL BEING RECERTIFIED		BOARD CHAIRMAN	
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE
NAME :		RANK/RATE	

SQUADRON/STATION/ SHIP _____

CERTIFICATION FORMAT (REVISED 7-91) SAMPLE

CERTIFICATION LEVELS

TM-TEAM MEMBER
I -INDIVIDUAL
TL-TEAM LEADER
QA-QUALITY ASSURANCE
SO-SAFETY OBSERVER
IN-INSTRUCTOR

WORK TASK CODES

1. STOWAGE/STORAGE
2. HANDLING
3. ASSEMBLY/DISASSEMBLY
4. LOAD/DOWNLOAD
5. ARM/DEARM
6. TRANSPORTING
7. MAGAZINE INSPECTION
8. INSTALL/REMOVE

EXPLOSIVE DEVICE	CERT LEVEL/ WORK TASK	INDIVIDUAL SIGNATURE	CERT BOARD OBSERVER	BOARD CHAIRMAN	VALIDATION DATE
BOMBS	TL 1237				
LASER GUIDED BOMBS	QA 1237				
CLUSTER BOMBS	TL 1237				
MINES	QA 1237			INITIAL	
PRACTICE BOMBS	QA 1237				
EXPENDABLE COUNTERMEASURES	TL 1237				
PYROTECHNICS	QA 1237				
CHEMICAL	QA 1237				
ROCKETS	QA 1237				
GUIDED WEAPONS	QA 127				

CERTIFICATIONS ABOVE HAVE BEEN REVIEWED AND RECERTIFIED AS PER DATES AND SIGNATURES INDICATED BELOW, EFFECTIVE FOR 12 MONTHS.
NOTE: ITEMS NOT REQUIRED FOR RECERTIFICATION SHALL BE LINED OUT, INITIALED AND DATED BY THE BOARD CHAIRMAN.

INDIVIDUAL BEING RECERTIFIED		BOARD CHAIRMAN	
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE
NAME:		RANK/RATE	

SQUADRON/STATION/ SHIP _____

ON THE JOB TRAINING (OJT) DOCUMENTATION

The following provides guidance for OJT documentation in the training format.

OJT Documentation - Training record documentation shall be by specific explosive device, certification level performed and appropriate work task codes. The training documentation shall be a dated single line entry annotating the name of the individual who observed the training and the individual must be certified to the equivalent level or higher. Individuals receiving training or preparing to be certified at a higher level may document IN TRAINING (IT) as appropriate (i.e., TL/IT,QA/IT). The ordnance certification form will reflects only actual certification level. Enclosure (5) provides the format that shall be used to record Non-Formal school training. The lead item on the form must be the explosive device. All training conducted on that explosive device must be recorded to the right in sequential order and include all components on the device for which training was received, i.e. bomb, bomb boosters, fins, fuzes, (MK-82/E148EI/BSU-86/ M904) etc. Before a member moves up to a higher level, OJT must be documented at the higher level in which the member is being moved up to for each explosive device or family group that the individual is going to be certified in, i.e. TL/IT, QA/IT. Once a member is fully qualified in an explosive device or family group, the OJT documentation may be documented using only their current level , i.e. (TL), (QA). When an individual is being concurrently trained as a QA/SO, certification and supporting OJT documentation may be documented as a single entry e.g. QA/SO.

ORDNANCE CERTIFICATION TWINING FORMAT (NEW 7-91)

CERTIFICATION LEVELS	WORK TASK CODES	
TM-TEAM MEMBER		
1 -INDIVIDUAL	1. STOWAGE/STORAGE	5. ARM/DEARM
TL-TEAM LEADER	2. HANDLING	6. TRANSPORTING
QA-QUALITY ASSURANCE	3. ASSEMBLY/DISASSEMBLY	7. MAGAZINE INSPECTION
SO-SAFETY OBSERVER	4. LOAD/DOWNLOAD	8. INSTALL/REMOVE
IN-INSTRUCTOR		

EXPLOSIVE DEVICE	CERT. LEVEL	WORK TASK	INSTRUCTOR/ OBSERVER	DATE	

NAME: ORDIE, BRYAN B. RANK/RATE A02

SQUADRON/STATION/SHIP USS ALWAYSAIL (CVN-90)

SAMPLE

ORDNANCE CERTIFICATION TRAINING FORMAT (NEW 7-91)

CERTIFICATION LEVELS

TM-TEAM MEMBER
I -INDIVIDUAL
TL-TEAM LEADER
QA-QUALITY ASSURANCE
SO-SAFETY OBSERVER
IN-INSTRUCTOR

WORK TASK CODES

1. STOWAGE/STORAGE
2. HANDLING
3. ASSEMBLY/DISASSEMBLY
4. LOAD/DOWNLOAD
5. ARM/DEARM
6. TRANSPORTING
7. MAGAZINE INSPECTION
8. INSTALL/REMOVE

EXPLOSIVE DEVICE	CERT. LEVEL	WORK TASK	INSTRUCTOR/ OBSERVER	DATE	
MK-82/FMU-139/M904;	TL	1 2 3 7	AO1 JONES	10 MAY 90:	
BSU-86/E-148El	TL	1 2 3 7	AO1 JONES	22 JUN 90:	
	QAIIT	1 2 3 7	AO1 JONES	10 JUL 90:	
	LECTURE	BOMB ASSY	AOC SMITH	15 JUL 90:	LECTURE
MK-83/MK-376/M904	TL	1 2 3 7	AO1 JONES	11 MAY 90:	
BSU-85/E-148El	TL	1 2 3 7	AO1 JONES	22 JUN 90:	
	QA/IT	1 2 3 7	AO1 JONES	10 JUL 90:	
	LECTURE	FUZE SAFETY	AOC SMITH	15 JUL 90:	LECTURE
MK-84/M904/MK-344	TL	1 2 3 7	AO1 JONES	10 MAY 90:	
CONICAL/E-148El	TL	1 2 3 7	AO1 JONES	17 MAY 90:	
	QA	1 2 3 7	AOC SMITH	30 JUL 90:	
	LECTURE	ADAPTER BOOSTERS	A01 JONES	7 JUL 90	LECTURE
BDU-45/MK-376	TL	1 2 3 7	AO1 JONES	21 JUN 90:	
CXU-4/BSU-86	TL	1 2 3 7	AO1 JONES	21 JUN 90:	
	QA	1 2 3 7	AOC SMITH	30 JUL 90:	
	LECTURE	BUILDUP PROCEDURES	A0C SMITH	1 AUG 90	LECTURE
BDU-45/MK-4/MK-89/:	TL	1 2 3 7	AO1 JONES	15 MAY 90:	
BSU-33	TL	1 2 3 7	AO1 JONES	22 JUN 90:	
	QA	1 2 3 7	AOC SMITH	30 JUL 90:	
	LECTURE	FIN INSTALLATION	ACO SMITH	1 AUG 90:	LECTURE 1
BDU-45/BSU86/	TL	1 2 3 7	AO1 SMITH	01 JUN 90:	
MK-89/CXU-3	TL	1 2 3 7	AO1 SMITH	22 JUN 90:	
	QA	1 2 3 7	AOC SMITH	23 JUN 90:	
	LECTURE	BOMB ASSEMBLY	AOC SMITH	3 AUG 90	LECTURE
LUU-2 FLARE	TL	1 2 3 7	AO1 JONES	12 MAY 90:	
SUU-25	TL	1 2 3 7	AO1 JONES	15 JUN 90:	
	QA	1 2 3 7	AOC SMITH	22 JUN 90:	
	LECTURE	STORAGE/HANDLING	AOC SMITH	1 JUL 90:	LECTURE

NAME: ORDIE, BRYAN B. RANK/RATE A02

SQUADRON/STATION/ SHIP USS ALWAYSAIL (CVN-90)

FAMILIES OF EXPLOSIVE DEVICES

1. Bombs - All explosive bomb bodies, boosters, fins, fuzes and arming wires. Includes leaflet bomb, when applicable.

2. Laser Guided Bombs - All bomb bodies, computer control groups and airfoil groups. LGB 1 and 11 may be differentiated. Includes AGM-123 Skipper II. Synonymous with the term Guided Bomb Unit (GBU).

3. Cluster Bombs - All versions of Rockeye, Apam and Gator. All Mod's, NTP and TP.

4. Mines - Service and drill mines with explosive components. MK 50 series, MK 36, 40, 41 destructors, Quickstrike MK 62, 63, 64, 65. May be further reduced to MK 50 Mines, Destructors or Quickstrike families.

5. Practice Bombs - BDU-45/MK 80 series with MK 89 and with tail fuze and signals, MK 76, BDU 48.

6. Expendable Countermeasures - Decoy flares and ALE dispenser bucket build-up/breakdown and installation/removal as appropriate. MK 36 SRBOC is considered a separate system.

7. Pyrotechnics - All signaling devices not included in expendable countermeasures and paraflare families (e.g. MK-4, CXU-3 and CXU-4 signals).

8. Chemical - All chemical devices covered in NAVSEA O73-AC-MMA-O1O.

9. Cartridges - Complete assembly consisting of an initiator and a pressure producing propellant in a suitable case. In impulse cartridges there is no projectile. May be electrical or mechanically fired.

10. Rockets - 5.0 and 2.75 inch motors, warheads and fuzes; and LAU 10, 61 and 68 Launchers. May be further reduced to 2.75 and 5.0 Rocket families.

11. Guided Weapons - Walleye I and II non-ERDL, ERDL and ERDL DPSK.

12. .Paraflares - All Mk-45 and LUU-2 flares and the SUU-44/ SUU-25 dispensers.

13. Demolition Material - All explosive devices covered in NAVSEA SW060-AA-MMA-010, as applicable.

14. Small Arms Ammunition. All small bore cartridges .22 to .50 caliber.

15. Gun Ammunition - 20mm, 40mm, 3.50 cartridges, including saluting charges.

16. Torpedoes - MK 46/MK 50 (all mods) warshot and exercise, including fixed and rotary wing accessories. Squadrons/air stations may use this family even though only one type accessories are used.

17. Targets - All aerial targets launched from RMK tow reels. AQM/BQM targets must be listed separately due to complexity and hazards.

18. Aircraft Egress Systems -All aircrew escape propulsion system (AEPS) devices, associated cartridge/cartridge actuated devices, and shielded detonating cord.

19. SUS - Mk 61,64

20. Surface Missiles - RIM 7H, 7M.

21. Air Missiles - Sparrow, Sidewinder, Phoenix, Shrike, HARM, Harpoon, Maverick, SLAM, AMRAAM, Penguin when introduced.

22. TALD - Includes active, passive and RF versions.

23. Fire Bombs - Included MK 77 Mods 4 and 5, and associated initiators, fuzes, and igniters.

Note 1: As new devices are entered into the fleet, a new single line entry on the Certification Format Form for the device is adequate. When requalification occurs, the single line can be dropped and the new device picked up as a family entry.

Note 2: The family grouping entry on the Certification Format form may be qualified by dropping out one or more related devices, i.e. Cluster Bomb (less FMU 140), Air Missile (less AGM 45).

APPLICABLE WORK TASK CODES FOR SPECIFIC ACTIVITIES

FAMILY GROUPS	SQUADRONS	SHIPS	SHORE STATIONS	NOTES
1. BOMBS	24 (36)	1237	12367 (4)	A,B, C
2. LASER GUIDED BOMBS	245 (36)	1237	12367 (45)	A,B, C
3. CLUSTER BOMBS	24 (6)	127	1267 (4)	A,B, C
4. MINES	24 (6)	1237	1267 (4)	A,B, C
5. PRACTICE BOMBS	234 (6)	1237	12367 (4)	A,B, C
6. EXPENDABLE COUNTERMEASURES	12478 (6)	127	1267 (48)	A,B, C
7. PYROTECHNICS	12347 (68)	1237	12367 (4)	A,B, C
8. CHEMICAL	24 (6)	127	1267 (4)	A,B, C
9. CARTRIDGES	12478 (6)	127	1267 (48)	B
IO. ROCKETS	245 (36)	1237	12367 (45)	C
II. GUIDED WEAPONS	24 (6)	127	1267 (4)	A, B, C
12. PARAFLARES	12345 (6)	1237	12367 (45)	A, B, C
13. DEMOLITION MATERIAL	N/A	127	1267 N/A	A, B, C
14. SMALL ARMS AMMUNITION	2 (6)	127	1267 N/A	A,C
15. GUN AMMUNITION	245 (36)	12347	12367 (45)	A, B, C, D
16. TORPEDOES	24 (6)	1237	12367 (4)	A, B, C
17. TARGETS	245 (6)	1237	12367 (45)	B, C
18. AIRCRAFT EGRESS SYSTEM	1278 (6)	1278	12678 N/A	A, B, C
19. SUS	1247 (6)	127	1267 (4)	A, B, C
20. SURFACE MISSILES	N/A	12457	1267 N/A	C
21. AIR MISSILES	245 (6)	1237	12367 (45)	A, B, C
22. TALD	24 (6)	1237	12367 (4)	A, B, C
23. FIRE BOMBS	24	1237	12367	A, B, C

NOTE A: For squadrons: Work task code 3 (assembly/disassembly) and 6 (transporting) listed in parenthesis must be judiciously applied for certification and training documentation purposes as specifically required to support squadron/geographically unique requirements.

NOTE B: For shore stations: Work task code 4 (load/download), 5 (arm/dearm), 8 (install/remove) listed in parenthesis may be applied as specifically required to support emergency divert aircraft dearm/download operations.

NOTE C: The work task codes listed above are applicable to the family groups for certification purposes. Not all the work task codes listed will universally apply to the specific devices for OJT/training documentation purposes (e.g. work task code 5 arm/dearm in a family group does not apply to AGM-84 HARPOON in the Air Missile family group, work task code 3 for squadrons may only apply to MK-76/BDU-48/MK-106 and not to MK-80 series inerts/BDU-45 in practice bombs family group.

NOTE D: Includes work task codes applicable to the systems the explosive device is associated (i.e. M61A1 gun/CIWS/LALS).

QUALIFICATION/CERTIFICATION CHECKLIST

This checklist provides a basic listing of items to self-assess and monitor requirements for the Explosives Qualification/ Certification Program. This checklist is not to be considered all inclusive of program requirements.

___ Has the CO/OIC delegated and designated in writing a Board Chairman for the Qualification Certification Board?

___ Is the designated Board Chairman a department head? (Note: For COMNAVRESFOR, the active duty officer who fulfills the duties of the Selective Reserve Department Head.)

___ Are the Certification Board Members designated by name and in writing by the CO/OIC? NOTE: The Board Chairman (if other than the Commanding Officer) and Board Members may be designated by letter, ships notice or instructions providing the assignment is by name (not position) and the notice/instruction is signed by the Commanding Officer/Officer in Charge.

___ Does the Board Chairman maintain the originals of all certifications? Is a copy maintained in each individual training record?

___ Are members of the certification board E-6 or above and certified to the same level or greater than those personnel the board member will be recommending certification for? Only TM, I, TL, and QA are interrelated and the higher qualification is inclusive of the lower qualification i.e., a TL possesses the skills and qualifications of a TM and I; a QA possesses the qualifications of a TM, I, TL, and QA. Only the highest qualification level needs to be annotated on the qualification/certification form. Safety Observer (SO) is an independent qualification. A board member that is solely qualified and certified as a (SO) may only recommend certification for other individuals that will be (SO) qualified. For those individuals that will be qualified as a TM/SO, 1/S0, TL/SO, or QA/SO a board member with an equivalent or higher identical type qual/cert i.e., TM/SO, QA/SO, etc., must sign the certification form as the board observer.

___ Do the Certification Board Members' individual certification level and work task codes cover all tasks under consideration?

___ If sufficient technical expertise in any given area is not available from within the command, has outside assistance been requested/obtained?

___ Do certification board members understand the qualifications required prior to certification as IN, SO, QA, TL, I, or TM?

____ Are there individual training records for all members under the provisions of the qualification/certification program? Do the records reflect adequate training to substantiate certification? (Officers involved in explosive evolutions are to be included.)

____ Are certifications documented using the definitions and explosive family groupings or specific items described in current directives?

____ Are approved certification forms being used to document certification?

____ Are applicable qualification/certification levels/work tasks indicated?

____ Are "Initial" certifications being conducted within the guidelines of current type commander instructions?

____ Did the individual being certified sign the form where indicated to acknowledge his certification level?

____ Did the certified Board Member who actually observed (as documented in training records) the task(s) under consideration and sign where indicated as the certification Board Observer?

____ Did the Board Chairman sign and date the form as the certifying official? (Board Chairman may use a collective signature and date.)

____ Is the date of the certification/recertification valid within 12 months (365 days)?

If recertification has been accomplished, did the individual being recertified and the Board Chairman sign and date the form?

____ Is training/OJT specifically documented in training records to support the explosive device, work task code and levels?

____ Are deletions of single line entries being made correctly on Ordnance Certification Forms?